

**APPENDIX W**  
**Petty Cash Voucher**

The Petty Cash Voucher is an accounting receipt used in the transfer of funds. The Treasurer may secure the cash with a FRG approved, multiple signature check. The transfer of the cash to an activity Chairperson is accomplished by the use of this Petty Cash Voucher.

The activity Chairperson will use this form for the transfer of cash income gained through the fund-raising activity to the FRG Treasurer

<b>PETTY CASH VOUCHER</b>	Number: _____
	DATE: _____ 20____
<u>Received From:</u> _____	
Amount: _____ Dollars	
For: _____	
Signed: _____	
*****	
\$_____ Charged to: _____	
Approved: _____	

<b>PETTY CASH VOUCHER</b>	Number: _____
	DATE: _____ 20____
<u>Paid To:</u> _____	
Amount: _____ Dollars	
For: _____	
Signed: _____	
*****	
\$_____ Charged to: _____	
Approved: _____	

**APPENDIX W**  
**FAMILY READINESS GROUP DAILY ACCOUNTING SHEET**

DATE: \_\_\_\_\_

ACTIVITY: \_\_\_\_\_

ACTIVITY LOCATION: \_\_\_\_\_

KEY FAMILY READINESS GROUP VOLUNTEERS:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

BEGINNING BALANCE FOR THE DATE: ..... \$ \_\_\_\_\_

TWO VOLUNTEER SIGNATURES VERIFY THE BEGINNING BALANCE:

\_\_\_\_\_

END OF DAY TOTAL AMOUNT IN CASH DRAWER:..... \$ \_\_\_\_\_

TWO VOLUNTEER SIGNATURES TO VERIFY END OF DAY TOTAL:

\_\_\_\_\_

	End of Day Total:	\$ _____
(Deduct)	Beginning Balance:	\$ _____
	Total Income This Day:	\$ _____

**\*\* IF THE FUND-RAISING ACTIVITY IS FOR ONE DAY ONLY, RETURN THE BEGINNING BALANCE AMOUNT ("KITTY") WITH THE TOTAL INCOME FOR THE DAY, TO THE TREASURER.**

\$ \_\_\_\_\_ AMOUNT RECEIVED BY TREASURER FOR DEPOSIT TO THE  
FAMILY READINESS GROUP ACCOUNT.

DATE: \_\_\_\_\_ TREASURER'S SIGNATURE: \_\_\_\_\_